



## Health Department 2013 Annual Report

[www.rileycountyks.gov/health](http://www.rileycountyks.gov/health)

*Healthy People in a Healthy Community*

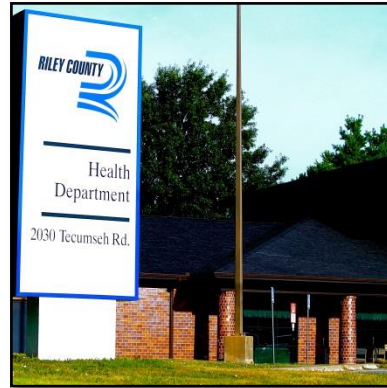


**Public Health**  
Prevent. Promote. Protect.

## Providing 10 ESSENTIAL SERVICES everyday

The Riley County Health Department is a **versatile and efficient organization** that has been serving Riley County for well over 50 years! Our workforce of 39 employees includes nurses, social workers, dietitians, support staff, and administration.

Your Health Department works with you, the local Board of Health, community health and education organizations, Fort Riley, and regional and state partners to **strengthen and build the health** of Riley County residents and visitors. On your behalf, the Riley County Health Department works to provide the 10 Essential Public Health Services.



The Health Department works with the diverse partners, organizations, and communities in the county to identify and address health issues and **improve the quality of life** for residents, visitors, and neighbors.

Combined, all 39 of your Health Department employees have a total of **211** years of **experience** at the Health Department!



## A Message from the Board of Health

Riley County Commissioners, working with the City of Manhattan, successfully transitioned the Manhattan City-Riley County Health Department to a county Department January 1, 2012. We assumed the role of Health Board per Kansas Statute 65-201 designating county commissioners to “act as county boards of health for their respective counties”.<sup>1</sup> On May 17, 2012 we signed a resolution creating the Public Health Advisory Council (PHAC) comprised of members that are representative of the county to assist the Commission in this important role. Since 2012 we have worked with the PHAC and Health Department staff to assess budgets, programs, and set priorities to effectively and efficiently address our community’s health and safety.

In 2013 we **advocated for health** through: 1) Supporting the Greater Manhattan Community Foundation’s funding match to support policy change on health and nutrition; 2) Appointing the new Health Department Administrator; 3) Assisting in budgetary, staffing, and space utilization at the Health Department; 4) Participating regional work sessions, “*Engaging County Commissioners to Improve Public Health*” and implementing strategies learned, and; 5) Serving as a resource for other counties transitioning health departments from joint city-county departments to county only departments.

2014 will be an exciting year as we convene three Board of Health meetings and will be involved in planning and conducting various community assessments to help us plan. We **value the concerns, opinions, and ideas of our residents**, county and community leaders, health care providers, and regional partners and invite all to participate in these public forums. You can also comment each Monday and Thursday morning in the Commission Chambers or submit comments or questions to <http://rileycountyks.gov/29/County-Commissioners>. Your Board of Health looks forward to serving you in 2014!



Left to right: Commissioners Ron Wells,  
Robert Boyd, Jr., Dave L. (Dave Lewis)  
Guthals

Robert Boyd, Commissioner and Commission Chair

Dave Lewis, Commissioner

Ron Wells, Commissioner

Handwritten signatures of the three commissioners. The signature of Robert Boyd, Jr. is at the top, Dave Lewis is in the middle, and Ron Wells is at the bottom.

<sup>1</sup> Article 2, Local Boards of Health; Clinics

[http://kslegislature.org/li\\_2012/b2011\\_12/statute/065\\_000\\_0000\\_chapter/065\\_002\\_0000\\_article/065\\_002\\_0001\\_section/065\\_002\\_0001\\_k/](http://kslegislature.org/li_2012/b2011_12/statute/065_000_0000_chapter/065_002_0000_article/065_002_0001_section/065_002_0001_k/)

## Financial Statement

Unaudited Statement of Revenues and Expenses for the period January 1-December 31, 2013

**Beginning Balance**           \$    **926,327.79**

### Revenue

County	\$	300,000.00
Grants	\$	2,332,899.14
Client Fees-Self Pay	\$	134,672.64
Client Fees-Medicaid	\$	39,038.50
Client Fees-Insurance	\$	241,628.05
Miscellaneous	\$	64,275.60

**TOTAL REVENUE**                       **\$ 3,112,513.93**

### \*Expenses

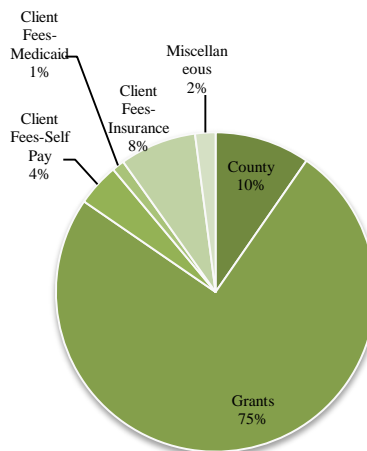
Personnel	\$	2,227,190.28
Contract	\$	626,126.43
Commodities	\$	375,064.25
Capital	\$	31,787.62

**TOTAL EXPENSES**                       **\$ 3,260,168.58**

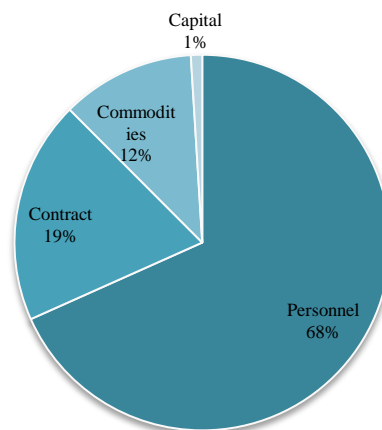
**Ending Balance**                       **\$ 778,673.14**

\*These numbers are preliminary and are as of a report dated 12/31/13. Numbers will not be finalized until 2-28-14.

**Revenues by Source**



**Expenses by Category**



## Director's Report



If I were to select one single word to describe my six-month tenure beginning mid-June 2013, it would be **“teamwork”**. Preceding my appointment, the Health Department, Board of Health (BOH), and Public Health Advisory Council (PHAC) undertook critical and time-sensitive decision-making that led to a significant organizational change. The process of transforming a joint city-county health department to a county department was accomplished through the combined **skills, knowledge, and commitment** of each of these “teams” that approached the process with a common mission: Assure a transition of the Health Department that promotes their continued ability to provide the essential public health services to impact population health. The challenges and opportunities identified through this transformative time have been embraced by the passionate and committed diverse staff of the Health Department whose combined 211 years of work with the agency provided the foundation for building a new culture. Other team members crucial to this process included: Cary Herl, MD, Medical Director; Mark Gros, MD, Reproductive Health Medical Consultant; and Barry Sarvis, Pharmacy Consultant.

In 2013 we utilized our team member expertise to assess our business operations and programs, conduct research and review data, and engage in conversations resulting in thoughtful decisions related to our primary care clinic services and organizational structure and processes. As a result, our staff **is engaged, empowered, and accountable** to strengthen policies and procedures and has new energy and commitment to teamwork both inside and outside of the Health Department!

Moving forward in 2014, we commit to: Demonstrating collaboration and partnerships with other community organizations and providers as we undertake assessments to help us identify our community strengths, potential gaps, and where to focus energy and resources; Engaging our community in identifying the top concerns that impact health and quality of life; Preparing our current and future public health workforce to researching solutions and adopting actions that have the greatest potential to collectively impact health, and; Embracing the challenges and opportunities to influence optimal health regardless where people live, work, learn, play, and pray. We are excited to team with you in to achieve the vision of **Healthy People in a Healthy Community!**

A handwritten signature in black ink that reads "Brenda J. Nickel".

Brenda J. Nickel, MS, RN  
Director and Local Health Officer



## MONITOR, IDENTIFY AND ADDRESS HEALTH PROBLEMS

Shannon Hoff, RCHD's Healthy Start Home Visitor, **identified the lack of support services** for mothers experiencing postpartum mood disorders in Riley County. She sought training from the Pregnancy and Postpartum Resource Center to become a facilitator for mother support groups. Working with Irwin Army Hospital and Mercy Regional Health Center, Shannon has been in the planning process of forming Safe Harbor, a support group. Safe Harbor will launch support services within the next year.



Shannon Hoff, Healthy Start Home Visitor conducted car seat safety checks at the Health Department's Okt-FLU-ber Fest event in October.

Early in 2013 Riley County, along with the rest of the nation, experienced a shortage of tuberculin, the product used for the tuberculosis (TB) skin test. The Health Department handled the tuberculin shortage by prioritizing individuals who were at high-risk for TB. Our nurses developed a screening protocol to **assess for high-risk individuals**, and only administered the test to those who met the screening criteria. **514** people received TB skin tests.



City Commissioner Karen McCulloh and her husband John attended Okt-FLU-ber Fest in October to receive their flu shots.

Through the Immunization Program, the Health Department provided immunizations to **5,434** community residents.

During flu season the Health Department administered **3,797** flu shots through **29** community flu clinics, Flu Shot Fridays, and the walk-in clinic.

Beginning in early 2013 Mercy Regional Health Center formed a Prenatal Access Committee with community partners including the Health Department. The committee's goal is to further **assess problems and explore possible solutions** to improving the health of new moms and babies in Riley County.

## RESEARCH FOR NEW INSIGHTS AND INNOVATIONS

Beginning in May the Child Care Licensing Surveyor began conducting research for an updated fee scale for licensed child cares in Riley County.

Mid-way through the year the Raising Riley RIGHT program worked with K-State to research a new curriculum for child care providers. They now use a **research based curriculum** with a focus on literacy and an **evidence based child assessment** from the Center for Community Support and Research.



Gail Chalman, Kansas Department of Health & Environment's Family Planning Consultant

During the month of July the clinic performed a Patient Flow Analysis (PFA) with the help of Gail Chalman, Family Planning Clinical Consultant at Kansas Department of Health & Environment, to **evaluate clinic efficiency** by analyzing face-to-face time with clients. The results of the PFA lead to planning and beginning implementation of a new service delivery system which will **improve clinic efficiency and client satisfaction**.



The Ladies Bike Ride during bike month at Linear Trail.

## EVALUATE AND IMPROVE PROGRAMS AND INTERVENTIONS

Riley County's vulnerabilities to hazards were addressed, in part, by the Health Department through discussions on capabilities, followed by exercises to **evaluate the county's ability to respond** to health hazards in the community.

The Raising Riley RIGHT (RRR) Child Care Scholarship Interns, Jason Orr and Kinsey Carder, collaborated to **create an improved database** to track information relating to the RRR scholarship program. The new streamlined scholarship application form for families was available for use starting in September and can be completed online.



*Left to Right: Family Planning Consultant Gail Chalman, Deb Shaver, Deb Carroll, and Summer Huncovsky. Clinic staff analyze the results of the Patient Flow Analysis.*



Jason Orr, Public Health Emergency Response Coordinator (*pictured left*) hosted a Medical Reserve Corps workshop on October 3<sup>rd</sup> to **redevelop and improve** the volunteer corps to transition it from a county to a regional scope. The session included the Geary and Pottawatomie Health Departments, the Kansas Department of Health and Environment, and Region VII Medical Reserve Corps Coordinators.

**20%** of clients in the Family Connections and Family Planning programs filled out **satisfaction surveys**.

In October, **82** clients completed a survey to determine the clinic's hours to best meet the need of the community.

**73%** of health fair attendees filled out the evaluation survey, giving the Health Department planning team feedback and ideas for the coming years.





## DIAGNOSE AND INVESTIGATE



Deb Shaver, TB Control Nurse, reviews information for a visit.

The Raising Riley Right facilitators conducted **1,808** health/safety and/or child development consultations with home and center-based child care providers.

The Health Department **investigated suspected cases** of Tuberculosis (TB) and latent TB infection throughout the year. The Health Department and Lafene Student Health Services worked together to treat and prevent the spread of TB infection.

The spread of other infectious diseases were further prevented by the Health Department closely **monitoring and investigating** all state reportable infectious diseases through the Communicable Disease program. The top **5** infectious diseases reported in Riley County were: Hepatitis C, Hepatitis B, Campylobacter, Salmonella and Lyme disease.

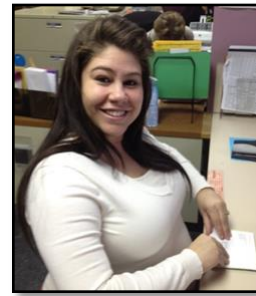


Patti Grub, Communicable Disease Nurse, and Makenzie Simpson, Kansas State University MPH student intern, review a communicable disease report.

## INFORM, EDUCATE, AND EMPOWER

2013 marked the third year for the Breastfeeding Peer Counselor Program at the Fort Riley WIC office. The program offers mother to mother **breastfeeding support and encouragement** to increase duration of breastfeeding.

The Health Department participated in **10** community based **outreach events** including Bike Month activities, the Helmet Fair, the Health Department's Health Fair, Okt-FLU-ber Festival and Water Matters Day, just to name a few.



Maria Garcia Baquero,  
Breastfeeding Peer Counselor  
and Spanish Translator



Health Department staff wore pink on Thursday, October 31, to celebrate Breast Cancer Awareness Month.

In March and April, Katy Oestman, Community Health Educator, worked with community residents in Keats to set up a five week pilot and subsequent self-sustaining exercise class for older adults. The class emphasized stretching and movement to improve activities of daily living.

Beginning in August the Community Health Educator and WIC staff started working together to create a "Wellness Minute" newsletter submission each month for the Riley County employee newsletter,

**educating and empowering people** to take control of their health.

**705** children have been reached with Early Literacy Facility-based Story Times from September through December. Each child received at least two books to take home, most receiving four books.

The Child Care Licensing Surveyor provides **educational trainings** to include New Provider Orientation, Safe Sleep, Child Abuse and Neglect and other trainings upon request, 32 trainings were attended by a total of **294** participants.

**26** Commission Agenda Reports were provided to the Board of County Commissioners, and **16 press releases** were sent out.



Kiddos at a daycare received books from the  
Early Literacy Story Time.

## ASSURE A COMPETENT WORKFORCE

**152** child care providers completed **professional development training** in early literacy.

**190** professional development hours were provided at the Family and Child Resource Center.

The Health Department participated in Kansas Public Health Grand Rounds webinar series in the fall, a total of **13** webinars were hosted for staff with continuing education credits available.



Jason Orr, Public Health Emergency Preparedness Coordinator conducts a fire drill at the Health Department.

By the end of 2013, ALL employees had completed basic Federal Emergency Management Association (FEMA) **incident response training** and were able to be notified by the county emergency notification system (IRIS-Immediate Response Information System).

All employees participated in the annual Occupational Safety and Health Administration (OSHA) respirator fit testing, with all nursing staff meeting additional bloodborne pathogens requirements.

**15** nursing students and K-State students developed their public health skills by participating in clinic rotations and internships at the Health Department. Nursing students have commented that they never knew the extent by which the Health Department **impacts community health**.



Washburn Nursing Students (left to right): James Kagay, Kathryn Coker, and Benjamin Whitehead.

On October 11<sup>th</sup> the Health Department supervisors along with other key program staff hosted training with Debbie Nickels, KS-TRAIN Administrator at KDHE. Staff learned about **training plans** as well as tracking education credits and courses, among other KS-TRAIN capabilities.

The Health Department supervisors and director attended a full day workshop on November 20<sup>th</sup> in Salina entitled “Working with People: It’s More Than Just Sharing Space” to help them become better leaders in our organization.

In July Shannon Hoff the Healthy Start Home Visitor completed her training to become **car seat safety check certified**.

## LINK TO AND PROVIDE CARE

The Women, Infant, and Children (WIC) nutrition program provided **nutrition education, referrals** and healthy foods to an average monthly caseload of **3,551** clients in three clinic sites, Manhattan, Fort Riley and Pottawatomie County. WIC staff made **231,540** referrals to **health and social services** such as immunizations, food assistance programs, Medicaid and maternal and child programs.

302 at-risk children were awarded a child care scholarship through Raising Riley RIGHT. All children participated in early childhood **developmental screenings**. The Raising Riley RIGHT program served **5,353** families with young children (0-5 years).

Family Connections received 1,489 referrals from community partners and saw **638** families through its programs. Staff accumulated 3,250 visits with families.

Social Worker, Amy Chaplin, was trained as a Certified Application Counselor for the Affordable Care Act Marketplace and assisted **55** individuals in the **application process for health insurance** offered through the Federally-facilitated Marketplace from October through December.

Family Planning services were provided to **2,013** individuals. Clients received **counseling on prevention** of unintended pregnancies, pregnancy testing, sexually transmissible infection testing and treatment, well-women exams, and cancer screening services.

Ryan White Part B program provided **medical case management** for clients diagnosed with HIV or AIDS in our community.



The Health Department suspended services through its Primary Care Clinic on November 1<sup>st</sup>. From January through the end of October, **372** clients received services for acute and chronic diseases, and 68 clients were provided with **\$40,767** worth of free medication through its Patient Assistant Program.

*Left to Right: Khristi Shell, Rebecca Potvin, Lisa Ross, Maria Garcia Baquero, Cathy Jones, Lori Fortin. The WIC staff worked as a team to serve the high volume of people at Okt-FLU-ber Festival.*



## MOBILIZE COMMUNITY PARTNERSHIPS

To improve national preparedness, the Centers for Disease Control and Prevention (CDC) and Assistant Secretary for Preparedness and Response (ASPR) presented a joint initiative to support the **formation of regional healthcare coalitions** in 2013. The Health Department, along with other county agencies, represents Riley County within the northeast region to address community health problems and preparedness gaps within the system; they met for the first time January 8<sup>th</sup> and have been meeting regularly since.

During the late fall, The Ryan White Part B program received over **\$1,000** and additional donations for its food pantry from caring agencies and members in the community. The **generosity of the community partners** assured nutritious food and other household items for clients over the year.

The Flint Hills Wellness Coalition, facilitated by the Health Department's Community Health Educator, began it's first of three implementation years working on **healthy vending** machines at two key worksites in Riley County.

Katy Oestman, Community Health Educator, worked with Riley County Research & Extension to host a two-day wellness workshop in May for six worksites in Riley County. Each site received \$1,000 for **employee wellness**.



*Left to Right:* Commissioner Dave Lewis, Jan Scheideman, Erin Wirebaugh, Katy Oestman, Nanette Stark, Marsha Tannehill at the Okt-FLU-ber Fest event.

On October 10<sup>th</sup> the Health Department hosted the second annual Okt-FLU-ber Festival at the Family & Child Resource Center. **Community partners** participated in making the event a success including Riley County EMS, Manhattan Fire Department, Fred the Preparedness Dog from KDHE, A & H Farms, and Commissioner Dave Lewis supplied music for the event. There were over **300** attendees!



*Left to right:* Paula Pedersen and Linda Redding at the USD 383 Central Enrollment immunization clinic.



Public Health Nurse Summer Huncovsky draws blood from a client at the health fair in April.



## DEVELOP POLICIES AND PLANS

The Health Department's Public Health Emergency Preparedness Coordinator (PHEP), Jason Orr, prepared an update to the Riley County Emergency Operations Plan to meet the updated Kansas Planning Standards. The Health Department is the lead agency in the **coordination of response to county health and medical emergencies**. These changes improve the communication and coordination of response efforts.



The Rabies Workshop in August, with speaker Ingrid Garrison, DVM, MPH, DACVPM, State Public Health Veterinarian.

On August 7<sup>th</sup> the Health Department hosted a seminar for local partners and health providers to help them better understand rabies, and assist in assessment and management of animal bites. The seminar yielded collaborations between the Health Department, K-State's Rabies Lab, the Kansas Department of Health and

Environment, and Manhattan Animal Control to **develop and establish**

**protocols** to handle animal bites and potential rabies cases for Riley County and the surrounding areas.

The PHEP Coordinator **developed and implemented** emergency preparedness procedures for staff and all colleagues in our three buildings, including staff readiness for evacuation, installation of smoke detectors within the main building, and providing evacuation route maps for both the main building and the Family and Child Resource Center.

The Health Department began evaluating and updating organizational processes, policies, and procedures using the **Public Health Accreditation Board standards and measures** as the guide and framework to improve efficiency and effectiveness of the Department.



All Health Department employees were FIT tested in December, a process that protects staff during emergency response.

## ENFORCE LAWS AND REGULATIONS

**Monitoring visits** were conducted in approved grocery vendors' stores in Riley County and the City of Manhattan. The WIC checks redeemed at local stores brought in **\$952,839** to our local economy.



A child is refining their fine motor skills while putting together a puzzle.

Riley County has 129 licensed facilities with the potential of providing child care services to approximately **3,603** children. The Child Care Licensing program provides services in an effort to support and encourage appropriate health and safety practices among the child care community that will safeguard children from harm in out of home care. The goal is to **reduce predictable health and safety risks** to children in the child care setting.

The Child Care Licensing Surveyor completed 24 initial, 129 annual, 20 compliance, and 23 complaint inspections in a timely manner to verify that providers were following regulations and **ensure the safety of children**.



Child Care Licensing Surveyor, Brea Spencer, is conducting a walk-through of a classroom in a child care center with the Program Director, Kristi Plummer.